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MEMORANDUM FOR: Director, Office of Information Technology

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Memorandum of Commendation [redacted]

1. This memorandum is written to commend [redacted] Office of Information Technology Systems Analyst assigned to our Insurance Operations Division (IOD) PERINSUR system (the insurance enrollments data base), for her outstanding support during the period September 1983 through February 1986.

2. During [redacted] assignment to the PERINSUR project, she has been most responsive and helpful in providing our Data Base Manager with assistance in upgrading our system and developing interfaces that are crucial to maintaining [redacted] accuracy of financial data. She is extremely knowledgeable of the intricacies of our stand-alone mini-computer system and her input during the initial phases of our planning for a totally automated insurance system has been invaluable. She has the unique talent of presenting highly technical information in "Layman's" terms enabling IOD to make intelligent decisions on those elements that are to be the foundation of our new Claims, Accounting and Insurance System (CAIS) in the future years.

3. [redacted] was tasked on short notice to reprogram PERINSUR to provide a list of all Agency employees and their total life insurance coverage. The report was prepared quickly and contained information that was accurate and useful. Because of [redacted] quick response, we were able to offer employees in various locations in the Headquarters area an opportunity to learn of their life insurance coverage in time to make a decision on FEGLI open enrollment.

4. Most recently, [redacted] was tasked with reprogramming the system to provide an ability to distribute Association Benefit Plan (ABP) reserve rebates to all policyholders. She spent many hours of her own time in determining various alternatives for this rebate implementation plan, which will now allow us to comply with the Office of General Counsel's directives related to the legal restrictions being placed on our rebate plan. At the same time, [redacted] also provided invaluable system information related to the implementation of an overseas rate for [redacted] enrollees of the ABP.

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25X1 5. All in all, from our vantage point, [ ] is truly an asset to the  
Office of Information Technology and her efforts on behalf of the Office of  
25X1 Personnel and the Agency's insurance programs have been consistently  
noteworthy. Therefore, I would like to extend my appreciation to [ ]  
for the excellent support that she has given to the Insurance Operations  
Division during the past 30 months and ask that this commendation be made a  
25X1 permanent part of her Official Personnel File.

[ ]

Robert W. Magee

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